



Montana Analysis and Reporting System User and Training Guide

May 2010

**Audience: All users of the
Montana Analysis and Reporting System**

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Montana Analysis and Reporting System (MARS)

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Introduction

The Montana Analysis and Reporting System is a Web-based reporting system which supports the interactive disaggregation of data into subgroups of students and/or items; provides tabular and graphic displays of results; and permits users to export data in a variety of formats.

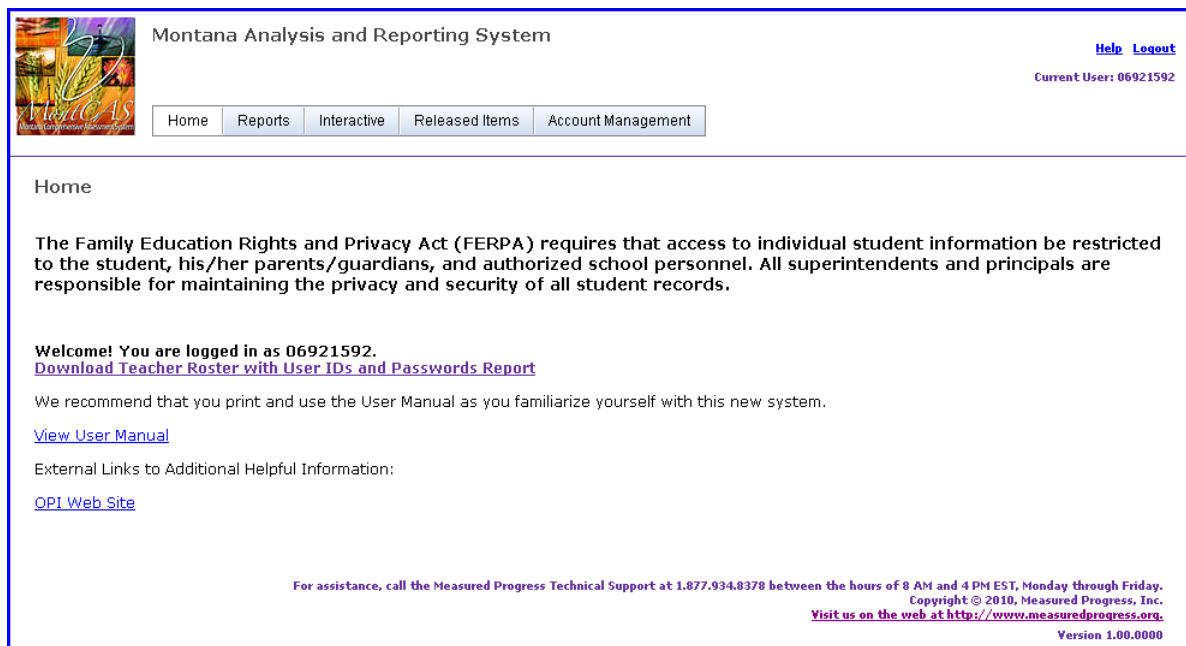




FIGURE 1. Montana Analysis and Reporting System Home Page

About the Manual

This manual is designed to guide you through the basic procedures for using the Montana Analysis and Reporting System Application.

Table 1: Typographic conventions used in this manual

Format	Meaning
Bold font	In procedural text, denotes items on the screen such as the names of fields, menus, menu items, buttons, and windows.
<i>Italic</i> font	In procedures indicates text which needs to be entered by the user such as 'Enter your <i>user name</i> and <i>password</i> .' In procedures and descriptions used to indicate an URL or the title of a manual.
UPPERCASE	Indicates a key to press on the keyboard such as 'Press the ENTER key.'
	Indicates important information.
	Indicates a note of interest.

Technical Support

If you require technical support, please contact the Montana Analysis and Reporting System Help Desk:

Phone: Toll-Free at 866-632-7764

E-mail: MARShelp@measuredprogress.org

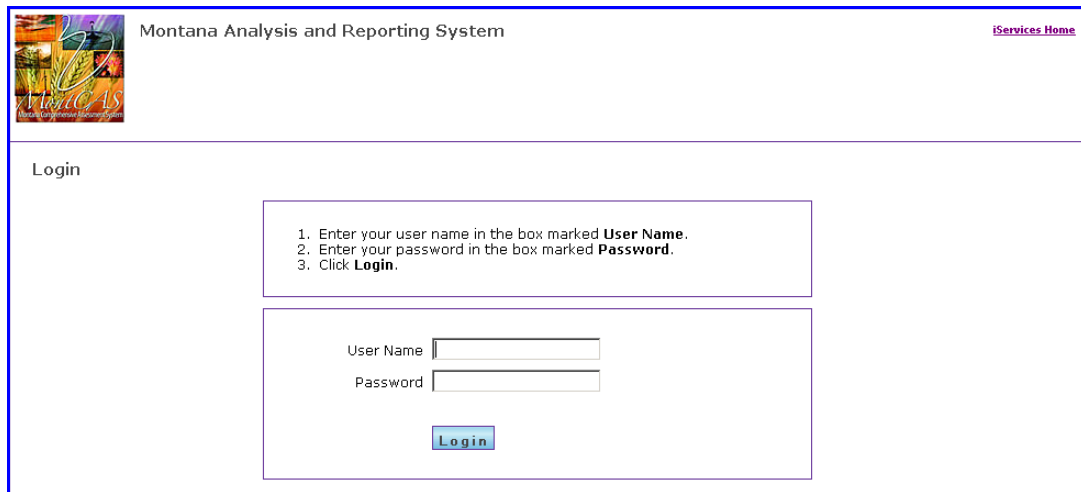
Log in to the Montana Analysis and Reporting System



If you are using the Safari Web browser, you must use version 3.1.2 or higher to access the reporting system.

Access the Montana Analysis and Reporting System (MARS)

1. Open your Web browser.
See "Montana Technical Requirements - Reporting" on page A-1 for compatible Web browsers.
2. Enter the URL,
<http://iservices.measuredprogress.org>
and press the **Enter** or **Return** key.
3. Select **Montana** from the drop-down list and click the **Enter** button to access the **Montana Online Services** page.
4. Select the link on the left for MARS.
5. Enter your **User Name** and **Password** in the specified fields of the **Login** page.
6. Click the **Login** button.



Montana Analysis and Reporting System [Services Home](#)

Login

1. Enter your user name in the box marked **User Name**.
2. Enter your password in the box marked **Password**.
3. Click **Login**.

User Name

Password

[Login](#)

FIGURE 2. Login Screen

Account Types:

- ❑ **System:** This account is for the school system level user and allows access to system level reports and to all the schools within a system and full access to the respective school data, including account management and static reporting.
- ❑ **School Principal:** This account is intended for the school principal. One School Principal account exists for each school. This account has full access to the respective school data, including account management.
- ❑ **Teacher:** This account is intended for the school teacher with full reporting access. Teachers will only see the students who they have been assigned via the Student Assignment option. See "Assign students to a user account" on page 1-30.

The Montana Analysis and Reporting System Home Page

The home page displays messages for your school or system. It contains a menu for accessing interactive and standard reports as well as account management functions.

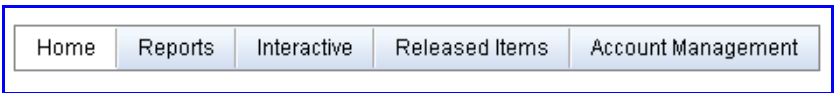


FIGURE 3. Home Page Menu

Teacher Roster Logins

A list of teacher user IDs and passwords is available on the home page when logged in at the School Principal level via the **Download Teacher Roster with User IDs and Passwords Report** link.

For System level users, the Teacher Roster is on the Create User page.



Pre-loaded teacher rosters are available only if the data was entered into the **Sortby** field in AIM prior to May 9, 2010.

Home Page Menu Options

Menu Option	Login Level	Description
Home	System Principal Teacher	Returns the user to the home page from anywhere within the application.
Reports	System Principal Teacher	Access standard reports
Interactive	Principal - school Teacher - class	Access interactive report options at the scope of the log in account including: <ul style="list-style-type: none">▣ Roster▣ Performance Level Summary▣ Item Analysis▣ Longitudinal Data
Account Management	Principal	Manage Teacher accounts including: <ul style="list-style-type: none">▣ Create▣ Delete▣ Set Active/Inactive▣ Assign Students
Released Items	Principal - school Teacher - class	Download the Released Items and Answer Keys for applicable grades.
Help	System Principal Teacher	Access basic help and utilities
Logout	System Principal Teacher	Exit the System

Filtering Report Data in the Reports and Interactive Menus

Basic Filtering

The **Basic Filtering Options** panel is shown by default when selecting a report. If the option is not visible select **Show Basic Filtering Options** at the top of the window.



The screenshot shows a window titled "Basic Filtering Options" with a "Hide" button in the top right corner. Inside the window, there are five dropdown menus arranged in two rows. The first row contains "Year:" (set to "2008-2009"), "District:", and "Grade:". The second row contains "Administration:" (set to "Please Select") and "School:". Each dropdown menu has a small downward arrow on its right side.

FIGURE 4. Basic Filtering Options

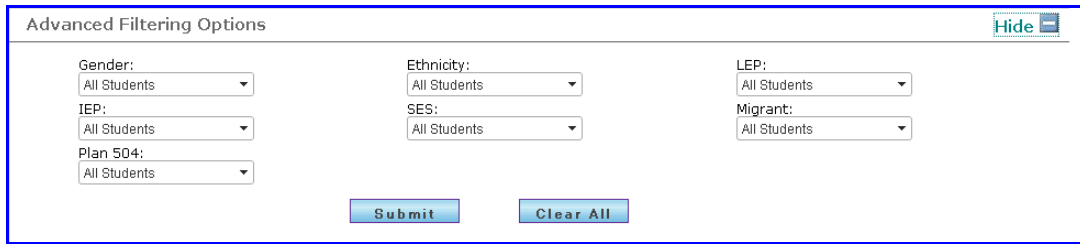
Use the **Basic Filtering Options** panel to set the following filters.

- ☐ Year
- ☐ Administration
- ☐ District
- ☐ School
- ☐ Grade

Once the filters have been set a list of reports by subject will be displayed. Click the check boxes for the reports to download and click the **Download** button.

Advanced Filtering

The **Interactive** menu options include the Advanced Filtering Options panel which is hidden by default. Click **Show** at the top of the **Advanced Filtering Options** window to display the filtering options.



Advanced Filtering Options

Hide

Gender: All Students

Ethnicity: All Students

LEP: All Students

IEP: All Students

SES: All Students

Migrant: All Students

Plan 504: All Students

Submit Clear All

FIGURE 5. Advanced Filtering Options

Use the Advanced Filtering Options panel to include additional selection criteria. Select the **Submit** button after specifying filter options. The following options are available in a student report:

- ❑ Gender
- ❑ Ethnicity
- ❑ LEP (Limited English Proficiency)
- ❑ IEP (Individualized Education Plan)
- ❑ SES
- ❑ Migrant
- ❑ Plan 504

Clear the advanced filtering options:

Select the **Clear All** button in the **Advanced Filtering Options** panel and the roster list updates to display all students as defined in the **Basic Filtering Options**.

The screenshot displays the Montana Analysis and Reporting System (MARS) interface. At the top, the title "Montana Analysis and Reporting System" is centered, with "Help" and "Logout" links on the right. Below the title is a navigation bar with tabs: "Home", "Reports", "Interactive", "Released Items", and "Account Management". The "Interactive" tab is selected, and a sub-menu is open showing "Roster", "Performance Level Summary", "Item Analysis", and "Longitudinal Data". The "Roster" option is highlighted.

Below the navigation bar, the "Roster" section is active. It contains two numbered instructions: "1. Use the drop-down menus in the **Basic Filtering Options** section to select the criteria for your report." and "2. Use the **Advanced Filtering Options** to include additional selection criteria."

The "Basic Filtering Options" section is expanded, showing several drop-down menus: "Year:" (2009-2010), "Administration:" (MontCAS CRT), "System:" (Missoula Co Public Schls), "School:" (Big Sky High School), and "Test:" (Please Select). A "Hide" button is located to the right of this section.

The "Advanced Filtering Options" section is also expanded, showing drop-down menus for "Gender:" (All Students), "IEP:" (All Students), "Plan 504:" (All Students), "Ethnicity:" (All Students), "SES:" (All Students), "LEP:" (All Students), and "Migrant:" (All Students). Below these menus are two buttons: "Submit" and "Clear All". A "Hide" button is located to the right of this section.

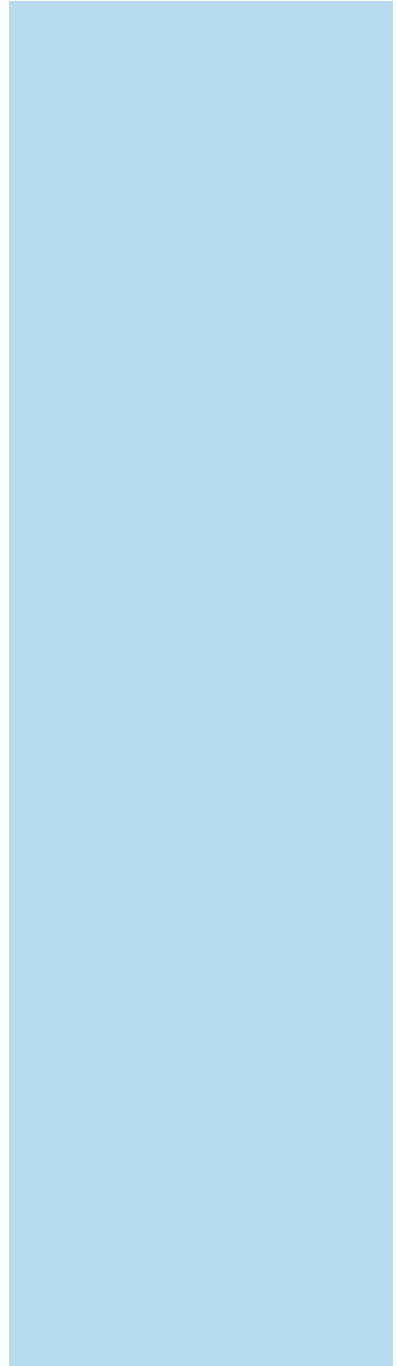
Below the filtering options is a section titled "Roster Data". At the bottom of the page, there is a footer with contact information: "For assistance, call the Measured Progress Technical Support at 1.877.934.8378 between the hours of 8 AM and 4 PM EST, Monday through Friday. Copyright © 2010, Measured Progress, Inc. Visit us on the web at <http://www.measuredprogress.org>. Version 1.00.0000".

FIGURE 6. Roster with Advanced Filtering Options

Show/Hide filtering options

Select **Show** in the Basic Filtering Options or **Show** in the Advanced Filtering Options to display the filtering options.

Select **Hide** in the Basic Filtering Options or **Hide** in the Advanced Filtering Options to hide the filtering options.



Sort a Report

Reports available in a table format can be sorted by field.

1. Select the column heading to sort by that field.
2. Select the column heading a second time to reverse the sort order of the field.

Multiple Choice									
<input checked="" type="radio"/> Count <input type="radio"/> Percent									
View Item	Released Item	Standard	Correct (#)	A (#)	B (#)	C (#)	D (#)	IR (#)	Correct Response
		Click here to sort	10	8	5	10	132	0	C
	2	7	16	7	21	110	16	1	D
	3	2	6	6	38	83	26	2	A
	4	5	98	11	8	98	38	0	C
	5	2	25	114	25	3	12	1	B
	6	4	4	144	1	4	4	2	D
	7	2	0	0	124	28	2	1	A
	8	3	4	4	18	126	4	3	D

Constructed Response				
View Item	Released Item	Standard	Point Value	Average Score
	9	2	1	0.7
	10	7	1	0.8
	30	4	4	2.0

FIGURE 7. Column headings

Export a Report

After data has been filtered and sorted to your specifications, reports can be exported from the Interactive and Reporting menus to a .PDF, .XLS, .CSV or .JPG file depending on the type of report.

Export a report using Internet Explorer

1. Click the **Export in PDF Format**, **Export in Excel Format**, **Export in CSV Format**, or **Export Chart** icon and the **File Download** dialog box opens.
2. Click **Save** to open the **Save As** dialog box.
3. Enter a file name in the **File Name** field.
4. Browse to the location where you would like to save the file.
5. Click **Save** to complete the export process.

Export a report using Safari

1. Click the **Export in PDF Format**, **Export in Excel Format**, **Export in CSV Format**, or **Export Chart** icon.
2. If the file does not open automatically select the file from the **Download** dialog box when download is complete.

Export a report using FireFox

1. Click the **Export in PDF Format**, **Export in Excel Format**, **Export in CSV Format**, or **Export Chart** icon and the **File Download** dialog box opens.
2. Click **Save to Disk** and the file is saved to your default download directory.
3. Select the file from the **Downloads** dialog box when download is complete. Select *CTRL-J* to open the **Downloads** dialog box if it has closed automatically.

The Interactive Menu

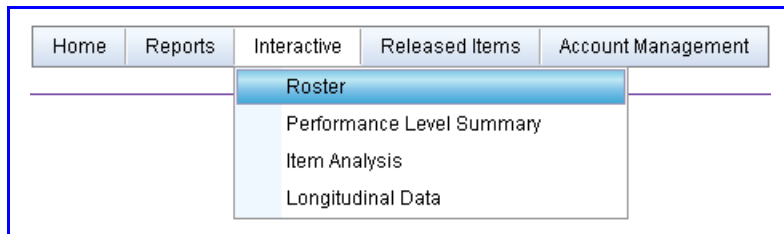


FIGURE 8. Interactive Menu

The Interactive menu option offers the following items

- ❑ **Roster:** Detailed School/Class listing of students
- ❑ **Performance Level Summary:** Pie chart showing the breakdown of student performance
- ❑ **Item Analysis:** Item performance detail
- ❑ **Longitudinal Data:** Student yearly data comparison



Principals will have access to all student data for the school. Teachers will have access only to those students to whom they have been assigned via the Student Assignment functionality by the school principal.

Student Roster (Interactive Menu)

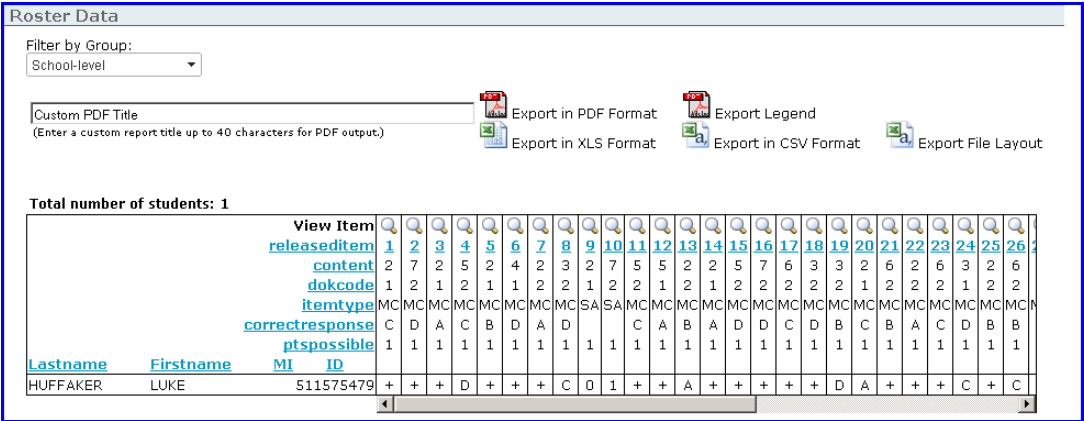
View a Student Roster

1. On the **Interactive** menu, click **Roster** and the **Basic Filtering Options** panel is displayed.
2. Set the filtering options to view the report by selecting values from the drop-down lists.
For more information on the **Filtering Options** see “Filtering Report Data in the Reports and Interactive Menus” on page 1-9.

The screenshot shows the MARS web application. At the top, there's a header with the MARS logo, the title "Montana Analysis and Reporting System", and links for "Help" and "Logout". Below the header is a navigation bar with buttons for "Home", "Reports", "Interactive", "Released Items", and "Account Management". The "Interactive/Roster" section is active, displaying the "Roster" page. It includes instructions for using the filtering options. The "Basic Filtering Options" section contains three drop-down menus: "Year" (set to 2009-2010), "Administration" (set to MontCAS CRT), and "System" (set to Demonstration District A). There is also a "Test" drop-down menu. A "Hide" button is next to this section. The "Advanced Filtering Options" section is collapsed, with a "Show" button next to it. At the bottom, there's a "Roster Data" section.

FIGURE 9. Basic Filtering Options

3. Enter a report title in the **Custom Title** field if the report is going to be exported.



Performance Level Summary (Interactive Menu)

View a Performance Level Summary

1. On the **Interactive** menu, click **Performance Level Summary** and the **Basic Filtering Options** panel is displayed.
2. Set the filtering options to view the report by selecting values from the drop-down lists.
For more information on the **Filtering Options** see "Filtering Report Data in the Reports and Interactive Menus" on page 1-9.
3. Enter a report title in the **Custom Title** field if the report is going to be exported.
4. If logged in as the School Principal, select a report for the entire school or select a teacher from the drop-down list to view a report for their students. For more information on accounts, see "Log in to the Montana Analysis and Reporting System" on page 1-5.

- View the report and Export if needed. For more information on exporting reports see “Export a Report” on page 1-14.

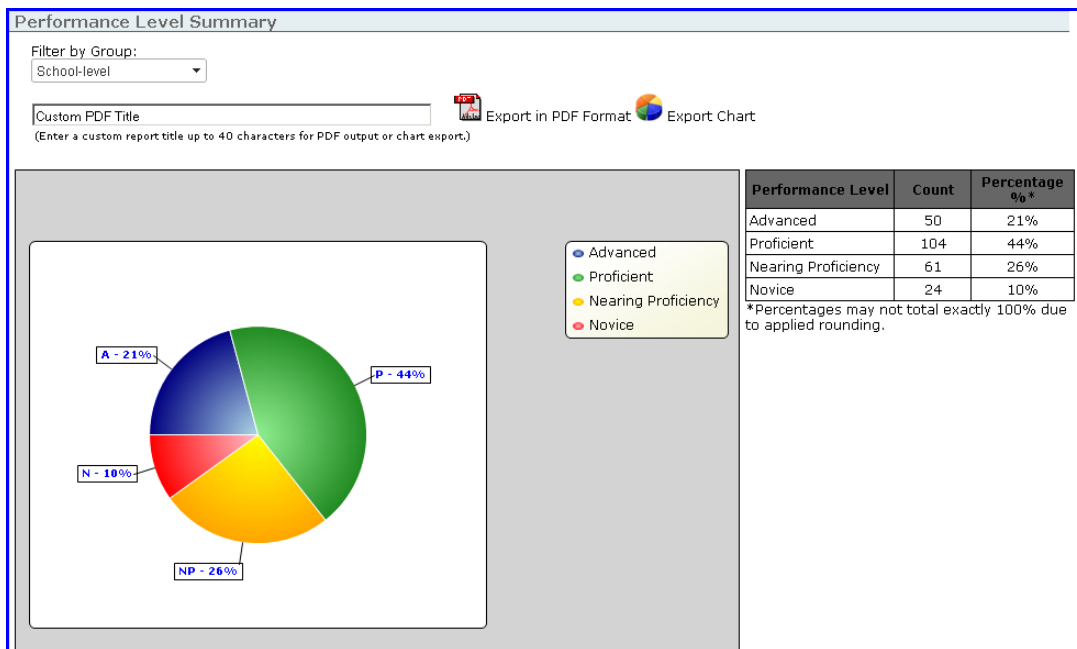


FIGURE 11. Example Performance Level Summary

Item Analysis (Interactive Menu)

View an Item Analysis

1. On the **Interactive** menu, click **Item Analysis** and the **Basic Filtering Options** panel is displayed.
2. Set the filtering options to view the report by selecting values from the drop-down lists.
For more information on the **Filtering Options** see "Filtering Report Data in the Reports and Interactive Menus" on page 1-9.
3. Enter a report title in the **Custom Title** field if the report is going to be exported.
4. Select how to display the results in **Count** or **Percent**.
5. When logged in at the School Principal access level select whether to view a report for the entire school or select a teacher from the drop-down list. For more information on log in levels see "Log in to the Montana Analysis and Reporting System" on page 1-5.
6. View the report and Export if needed. For more information on exporting reports see "Released Items" on page 1-25.

Item Analysis (Interactive Menu)

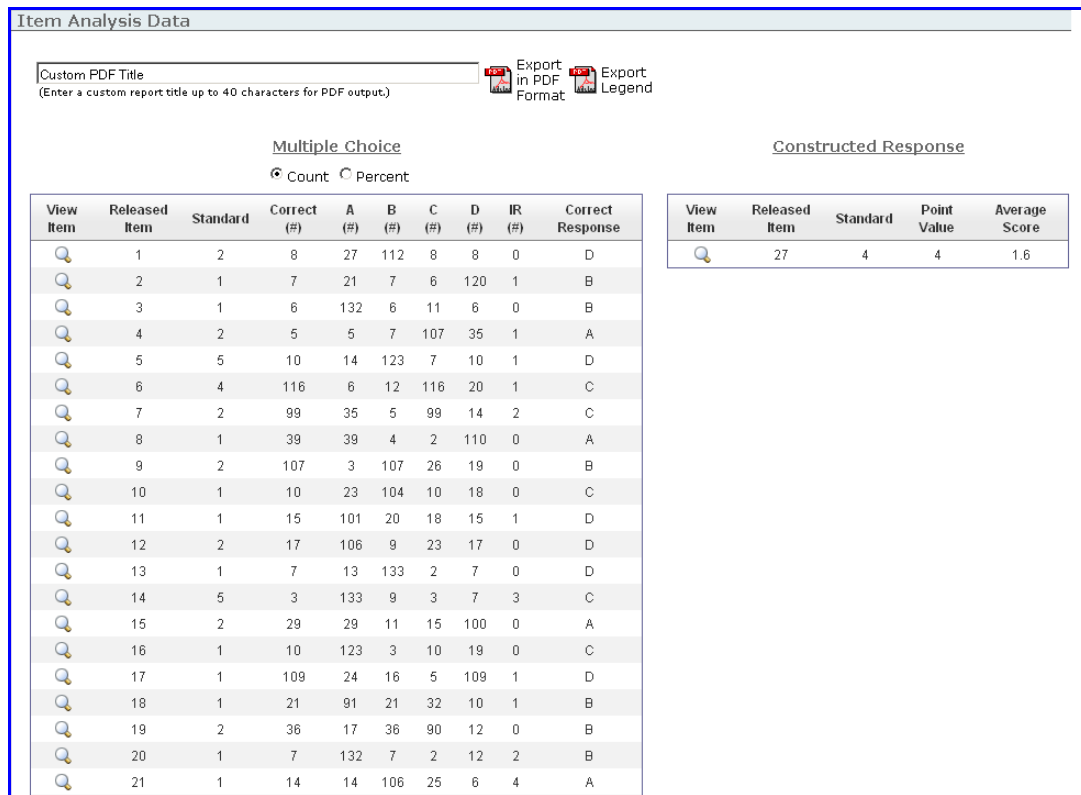


FIGURE 12. Example Item Analysis

Longitudinal Data (Interactive Menu)

View Longitudinal Data for a Student

1. On the **Interactive** menu, click **Longitudinal Data** and the **Basic Filtering Options** panel is displayed.
2. Set the filtering options to view the report by selecting values from the drop-down lists.
For more information on the **Filtering Options** see "Filtering Report Data in the Reports and Interactive Menus" on page 1-9.
3. Select a student from the list of available students on the left and the report displays on the right with all available data for the selected student.
4. View the report and Export if needed. For more information on exporting reports see "Released Items" on page 1-25.

Longitudinal Data								
Filter by Grade:								
Grade 03		Export in PDF format						
Please Select A Student								
LAUREN APACIBLE								
CHRISTOP ARMSTRO								
NOAH BARR								
EDWIN BARRIENTOS								
WHITNEY BARTLEY								
DIANA BASILIO								
ISAIAH BOODY								
ERIC BOOTMAN								
SKYLAR BOTELHO								
SARAH BOUCHER								
SAMUEL CAPE								
ANDREW CAPUTO								
Year	Enrolled Grade	School	Administration	Test Name	Content Area	Score	Performance Level	
0910	03	Demonstration School 1	MontCAS CRT	Grade 03 Mathematics	mat	200	Novice	
0910	03	Demonstration School 1	MontCAS CRT	Grade 03 Reading	rea	237	Nearing Proficiency	

FIGURE 13. Example Longitudinal Data

Reports Menu

View Static Reports

1. Click the **Reports** menu and the **Basic Filtering Options** panel is displayed.
2. Set the filtering options for the report by selecting values from the drop-down lists.
For more information on the **Filtering Options** see "Filtering Report Data in the Reports and Interactive Menus" on page 1-9.
3. A list of available reports will be shown below the **Filtering Options** panel. Select the *check-box* next to the reports to be exported.
4. Click the **Download** button to export the reports.
See "Released Items" on page 1-25.



All reports from the reporting menu will be exported in a compressed ZIP format. Please review the "Montana Technical Requirements - Reporting" on page A-1 for more information.

Released Items

Download Released Items

1. Click the **Released Items** menu.
2. Click on a PDF icon to download the Released Items for the appropriate Grade.
3. Click on an Excel icon to download the Answer Key for the appropriate Grade.











Released Items Documents	Download
Grade 3 Released Items	
Grade 3 Answer Key	
Grade 4 Released Items	
Grade 4 Answer Key	
Grade 5 Released Items	
Grade 5 Answer Key	
Grade 6 Released Items	
Grade 6 Answer Key	
Grade 7 Released Items	
Grade 7 Answer Key	
Grade 8 Released Items	
Grade 8 Answer Key	
Grade 10 Released Items	
Grade 10 Answer Key	

FIGURE 14. Released Items

Teacher Account Management

The **Account Management** menu option is only available to a **School Principal**. For more information on accounts see “Log in to the Montana Analysis and Reporting System” on page 1-5. All students and teacher accounts are imported into the system. Use the Account Management menu to update teacher account information; add or delete user accounts; set active users and assign students to a specific teacher account.

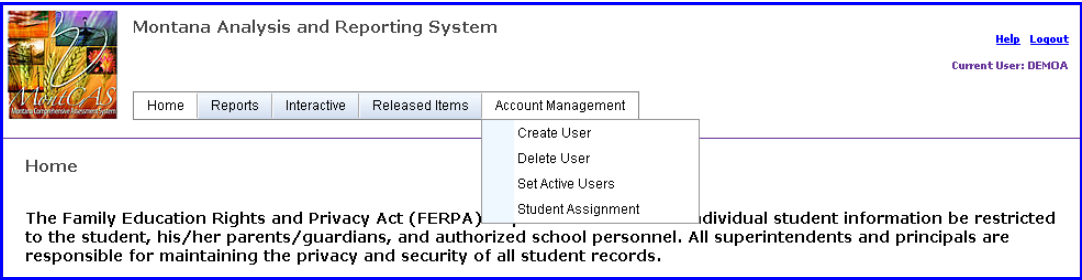


FIGURE 15. Account Management Menu

View Account Management

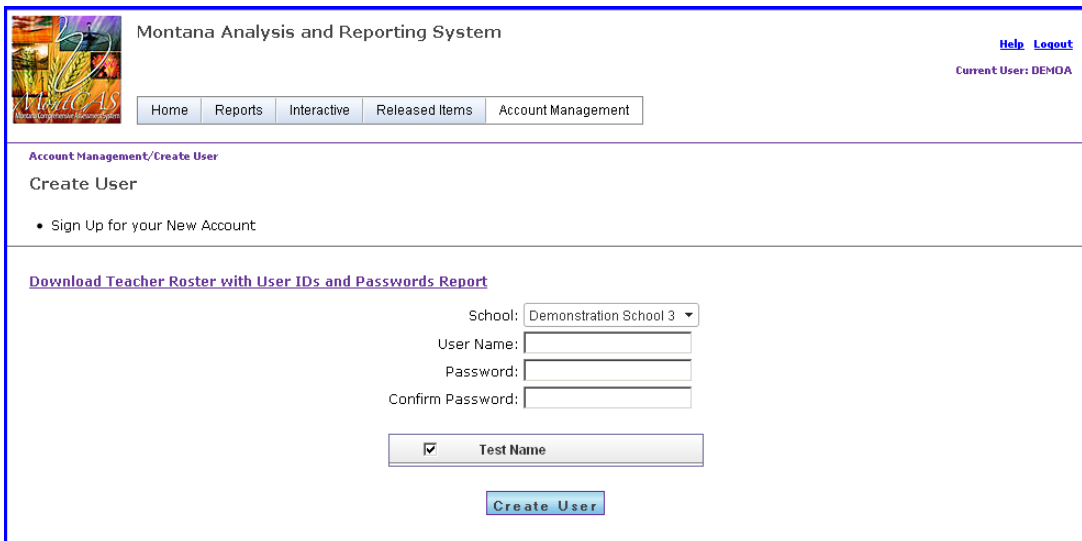
Click **Account Management** from the menu and the **Account Management** menu appears.

Create User

Create a user

System level users must select a school before adding a teacher account.

1. On the **Account Management** menu, click **Create User** to open the **Create User** screen.
2. Select a **School**.
3. Enter a user name and create a password for the new account. Re-enter the new password for verification. The password must contain a minimum of five characters. You will be prompted if the two passwords do not match. Re-enter if needed.
4. Click **Create User** button.
A message will display indicating the new account has been successfully created. The user name is active and ready for student assignment.



Montana Analysis and Reporting System

[Help](#) [Logout](#)

Current User: DEMOA

Home Reports Interactive Released Items Account Management

Account Management/Create User

Create User

- Sign Up for your New Account

[Download Teacher Roster with User IDs and Passwords Report](#)

School:

User Name:

Password:

Confirm Password:

☒ Test Name

Create User

FIGURE 16. Create User Screen

Delete User

Delete a user

1. On the **Account Management** menu, click **Delete User** to open the **Delete User** screen.
2. Select a **School**.
3. Select the user to be deleted from the **User** drop-down list.
4. Click **Delete User**.
5. A confirmation message will display to indicate that the operation was successful.



Passwords for teacher accounts cannot be changed in the system. If access to an account is lost the account will need to be deleted and then recreated using the steps above.

Montana Analysis and Reporting System

[Help](#) [Logout](#)

Current User: 0197

Home Reports Interactive Released Items Account Management

Account Management/Delete User

Delete User

School: Grant School

User Name: Please Select

Delete User

FIGURE 17. Delete User Screen

Set Active Users

Activate/Deactivate

1. On the **Account Management** menu, click **Set Active Users** to open the **Set Active Users** screen.
2. Select a **School**.
3. Click the *check box* to change the status of a user name. The user name is active when a check mark appears in the *check box*. The change is saved immediately.

When a user name is set inactive they are unable to log into the system and receive a message stating, "Your login attempt was not successful. Please try again."

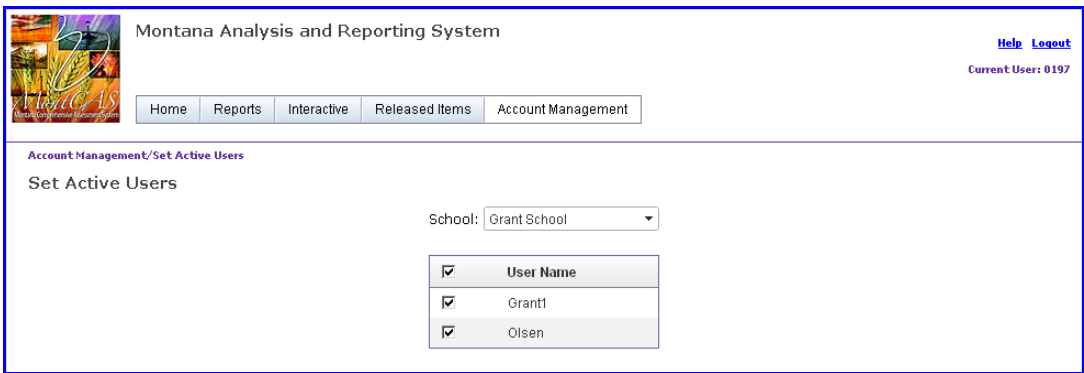


FIGURE 18. Set Active Users Screen

Student Assignment (Account Management)

Assign students to a user account

1. On the **Account Management** menu, click **Student Assignment** to open the **Student Assignment** screen.
2. Select a **School**.
3. Select a user name from the **User** drop-down list.
4. Select a grade from the **Grade** drop-down list.
The **Student Assignment** table displays with a check mark next to each student assigned to the selected user name.
5. The student list can be sorted, select the column heading to sort by that field. Select the column heading a second time to reverse the sort order of the field.
6. Select the *check box* to add or remove a student assignment. Students may be assigned to multiple users.
7. Select **Submit** to save the changes.

Account Management/Student Assignment

Student Assignment

School:
Grant School

User:
Grant1

Grade:
Grade 05

Submit

<input checked="" type="checkbox"/>	Last Name	First Name	M.I.	Grade	Birth Date	Student Identifier
<input checked="" type="checkbox"/>	HALES	GUY		05	12/17/1998	819886524
<input checked="" type="checkbox"/>	HUXTABLE	TRISTAN		05	09/18/1998	908692458
<input checked="" type="checkbox"/>	PROBST	JOHN		05	05/28/1998	827481070

FIGURE 19. Student Assignment Screen

Montana Technical Requirements - Reporting

	Windows	Macintosh®
Operating System	Windows XP® SP3 or Windows Vista® SP2	OS X® 10.4 or 10.5
RAM	Windows XP SP3: 512 MB or greater Windows Vista SP2: 1 GB or greater	512 MB or greater
Processor	Pentium III 1.33 GHz or greater	G4 867 MHz or greater
Hard Drive	100 MB	100 MB
Internet Browser	Internet Explorer® 7.x or 8.x Firefox® 3.5	Safari® 3.1.2 to 3.2.3 Firefox 3.5
Keyboard/Mouse	Standard	
Monitor	32-bit color or greater, 1024 x 768 resolution or greater	



Technical requirements are subject to change pending release of new browsers or operating systems. These requirements reflect current quality assurance testing and are to the best of our knowledge. Please contact the Measured Progress Support group at 877-934-8378 for more information.